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# Example of Compensation Consultant Job Description

Our company is hiring for a compensation consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compensation consultant

* Work on compensation consulting projects for emerging businesses, public entities, and fortune 500 companies
* Partner with consultants who have years of compensation consulting experience and generate millions of dollars in revenue for CBIZ
* Assist in the planning, design and implementation of base and incentive pay, executive compensation programs
* Design competitive salary ranges for entire organizations and develop pay administration policies and procedures
* Practically apply classroom learning to a professional business environment
* Ensures effective management and maintenance of current plans, systems and tools, including but not limited to
* Partners with HRIS to ensure that the ADP EV-5 system meets compensation needs and is updated to reflect changes to salary structures, job titles, bonus programs, and that the information is accurate
* Identifies and responds to HR and business client compensation needs, projects and issues
* Reviews offers
* Contributes to the year-end compensation planning process

## Qualifications for compensation consultant

* Strong analytical and problem solving skills – must have experience working with, analyzing and interpreting large amounts of data, presenting the results to stakeholders and senior business leaders in an organized and efficient format
* Strong verbal and written communication skills and the ability to communicate compensation concepts across the company
* Demonstrated leadership skills, including developing, mentoring and coaching team members
* CCP strongly preferred
* Supports the administration of global compensation programs
* BS/BA in Business Administration, HR, Finance with 5-8 years of HR and compensation experience (consulting experience is a plus)